

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume : 1  
Chapter : 1  
Section : 1  
Directive : 2

Revision Date : 01/01/1996

Subject : **POLICIES FOR ADOPTION, REVISION AND DISTRIBUTION  
OF STANDARD PLANS**

1. **PURPOSE:** The purpose of this directive is to establish a uniform procedure for developing, drafting, revising, reviewing, distributing and approving all Standard Plans.
2. **DEFINITION:** A Standard Plan is defined as an independent design detail (or series of details) that is routinely incorporated into construction plans without modification and has been designated by the Chief Engineer as a Standard Plan.
3. **RESPONSIBILITY:**
  - a. Administration - The Contracts and Specifications Engineer Administrator will be responsible for the administering of all Standard Plans. Proposed additions, deletions, and revisions must be submitted to his office in order to obtain the approval of the Chief Engineer. The approval of the Chief Engineer is required on all Standard Plans.
  - b. Technical Detail - An individual within each unit of the Department will be assigned technical responsibility for each Standard Plan consistent with that unit's functional expertise. It will be the unit head's responsibility to maintain each Standard Plan assigned to his unit and insure that it reflects the Department's current design, specification and construction policies. All drafting required for initiation and revision will be the responsibility of the assigned unit.
  - c. Review - The Standard Plan Review Group will be responsible for the review of all Standard Plans and subsequent recommendations for action to the Contracts and Specifications Engineer Administrator. The Review Group will be structured as follows:

Chairman: Contracts and Specifications Engineer Administrator

Members: Chief, Engineering Design and Contracts Management

Chief, Construction Division

Chief, Maintenance Division

Materials Engineer Administrator

Road Design Engineer Administrator

Bridge Design Engineer Administrator

Chief, Planning Division

Hydraulics Engineer Manager

The Review Group will be responsible for:

- (1) The review of all actions requested relative to Standard Plans and subsequent recommendations to the Contracts and Specifications Engineer Administrator.
- (2) Defining Standard Plan criteria for sheet content and format.
- (3) The annual review of all Standard Plans for adequacy in meeting the Department's objectives.

The Contracts and Specifications Engineer Administrator will be responsible for:

- (1) Submission to the Chief Engineer for his approval all recommendations relative to the initiation, revision and deletion of Standard Plans.
- (2) Maintaining and distributing to all interested elements of the Department an up-to-date index of all Standard Plans, including title, number, latest revision date and the unit of the Department with technical responsibility for the maintenance of each plan.

d. Distribution - Responsibility for distribution will be as follows:

- (1) Contracts and Specifications Engineer Administrator will distribute the index and one print of each revised or newly implemented Standard Plan within the Department at the time such action is taken. This distribution shall be as determined by the Standard Plan Review Group.
- (2) General Files - The Department's General Files Unit will be responsible for filling requests for all subsequent copies (prints and reproducibles) for interested parties. For requests originating outside the Department the General Files Unit will establish a schedule of fees for these services and charge for them accordingly. For requests within the Department a reproduction order will be required. Those persons designated as having technical responsibilities for Standard Plans (3b) will furnish the General Files Unit with one reproducible copy of each original for their use in filing requests for copies. No responsible standard will be furnished to any entity, public or private, outside of the Department without first securing a "hold harmless" document that is approved by DOTD's Legal Section. It will be the responsibility of the Contracts and Specifications Engineer Administrator to secure this approval and authorize the release of the requested reproducible standard.

4. **PROCEDURE:** Actions regarding the Standard Plans will be considered according to the following procedure.

- a. Request for action - All requests for action shall be submitted to the Contracts and Specifications Engineer Administrator using the attached Standard Plan Revision Form which must be completed and signed by a Section Head. Additionally, the initiator of such action must attach ten (10) prints of the appropriate Standard Plan. When revision of an existing plan is requested, the recommended revisions shall be shown in red on these blue-line prints. When revisions are so extensive as to preclude this approach, then the proposed new standard must be drawn and copies of both the existing and proposed standard submitted with the request.
- b. Review - The Contracts and Specifications Engineer Administrator will distribute copies of the proposed changes to all Review Group members for their review and comments. A meeting of the Review Group will be held, if necessary, with the initiator present in order to resolve comments and problems arising from the proposed changes. The Contracts and Specifications Engineer Administrator will obtain approval of the Chief Engineer by signature on the Standard Plan Revision Form before any changes are made to a Standard Plan.
- c. FHWA Review - The Contracts and Specifications Engineer Administrator shall upon obtaining the Chief Engineer's approval, forward the Standard Plan to the Federal Highway Administration for their review and approval.
- d. Drafting - Upon written approval of the FHWA the Contracts and Specifications Engineer Administrator will instruct the Section Head having assigned responsibility to secure the

original drawing and make the required changes. The Review Group may determine that a change necessitates simple revision or a complete redrawing of the standard.

- e. Approval - The Section Head having assigned responsibility for the Standard Plan will upon completion of the required drafting forward the original to the Contracts and Specifications Engineer Administrator who will obtain the signature of the Chief Engineer on the plan.
- f. Distribution - The Contracts and Specifications Engineer Administrator upon obtaining the Chief Engineer's signature will revise the index, distribute blueline prints with the Department, and forward one (1) reproducible copy of the original to General Files for their use in filling subsequent requests. In the case of revision, the reproducible copy of the previous standard plan shall be returned by the General Files unit to the Section Head having assigned responsibility for his retention if not already on file. The original plan will be returned to the Section Head having assigned responsibility.

- 5 **OTHER ISSUANCES AFFECTED:** EDSM 1.1.1.2, dated June 20, 1985 and all directives, memoranda or instructions heretofore in conflict with this directive are hereby rescinded.
- 6 **EFFECTIVE DATE:** This policy will be fully implemented and effective on January 1, 1996.

STANDARD PLAN TITLE:

LAST REVISION:

PROPOSED ACTION:

DESCRIPTION OF REVISION:

REASONS FOR REVISION:

SUBMITTED BY:

(SECTION HEAD) DATE \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_ DATE \_\_\_\_\_ DIRECTOR, ENGINEERING AND PROGRAM AND  
PROJECT DEVELOPMENT

APPROVED BY:

DATE \_\_\_\_\_